

## **Lendable Technology**

Policy Number: **OP-21**

Initial Policy Approval Date: **June 2021**

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Year of Next Review: **2026**

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The Port Colborne Public Library promotes and supports digital literacy in the community by providing access to technology resources for the public to use at the library, or at home.

The library's collection of lendable technology may include:

- tablets
- iPads
- laptops
- gaming consoles
- Wi-Fi hotspots

### **Section 1: Lendable Technology Program**

1. Lendable technology items may only be borrowed by patrons 18 years or older, provided the patron presents a valid library card.
2. This program is limited to those patrons whose library accounts are in good standing, and whose outstanding fines are below the threshold that prevents the borrowing of materials.
3. The Port Colborne Public Library takes no responsibility for any loss or damage to a patron's data or media while using the library's device.
4. Patrons may add content to the tablet, iPad, laptop, or other such device during the borrowing period; however, upon check-in, all devices will be restored to the library's default content and settings. The Library is not responsible for a patron's data or media lost when the device is restored to default settings.
5. Staff members are available to assist patrons with basic questions regarding use of lendable technology items, but extensive training on their use is not available. A basic instructional booklet will be included as part the checkout package.

6. The library reserves the right to restrict or terminate use of a tablet, iPad, laptop, or other device if a staff member deems the patron to be using the device in a way which contravenes the library's Internet Services and Technology Policy (OP-07).

## **Section 2: Loan Periods and Fines**

1. The borrowing period for lendable technology will be seven (7) calendar days, with no renewals allowed.
2. Only one device (tablet, iPad, Wi-Fi hub, etc.) per person may be checked out at any time.
3. Some items may only be available for loan to Port Colborne Public Library users who are Port Colborne residents and/or pay Port Colborne taxes, and will not be circulated to Libraries in Niagara Cooperative (LiNC) users.

Other items may be included in a resource-sharing program with partner LiNC libraries and will be subject to the loan periods, fines, fees, and user criteria outlined in this policy. The Library reserves the right to determine which items will be available through reciprocal borrowing.

4. The working condition of the device will be assessed before checkout, and again upon its return.
5. To prevent damage, devices must not be returned in the library book drop. A charge for damage will be added to the borrower's account should any damage occur through use of the book drop return.

## **Section 3: Loss or Damage**

1. The patron to whom the device is loaned is solely responsible for any loss or damage to the device, and is liable for all costs associated with repairing or replacing the device in the event that loss or damage is deemed the fault of the patron.
2. Patrons who are liable for repair or replacement costs will be invoiced within one month from the date the loss or damage occurred. If the item is lost or damaged beyond repair, the patron will be invoiced for the full replacement cost.

3. Invoices left unpaid for a period exceeding 90 days may be sent to a collection agency in an effort to recoup the amount of the invoice.
4. Library privileges will be suspended until payment has been made in full.

**Related Documents:**

- Port Colborne Public Library. OP-12: Circulation Policy
- Port Colborne Public Library. OP-07: Internet Services and Technology